

**PEACE CORPS**  
Overseas Request for Quotation (RFQ) for Services

Date: November 22 2019

Peace Corps intends to offer a firm-fixed price contract to a guard services/security company to provide 24/7 security guard services to **eight** locations throughout Zambia starting January 1 2020. The contract can be extended for up to four additional option periods of one year each for a total of 60 months.

Interested vendors should submit a **sealed quote** for the services as described in this RFQ including **two specifics offers: a financial and a technical**. All prices should be monthly and exempted of taxes.

**Sealed Quotes** are due by **16:00 p.m.** on **Wednesday, December 4, 2019** to the following address:

**Name:** DMO  
**Address:** Plot 71A, Chitemwiko Rd Kabulonga  
**Subject:** RFQ: Guard Services

Any questions regarding the RFQ may be addressed to the same person and address. No phone inquiries will be accepted. Offers received after the closing date will not be accepted.

- A. Price/Period of Performance:** The period of performance should begin upon award and be completed within (12) months period of time from the contract signature's date.

**Services**

**Base Period (January 1, 2020 – December 31, 2020):**

Item	Description	Number of Agents	Price / Month	Total Annual Price (12 months)
001	24/7 Security Services in Kabulonga, Lusaka, Zambia (residential)	2 (1 per shift)		
002	24/7 Security Services in Chipata, Zambia (residential/office)	3 (1 per day shift; 2 per night shift)		
003	24/7 Security Services in Choma, Zambia (residential/office)	3 (1 per day shift; 2 per night shift)		
004	24/7 Security Services in Chongwe (residential/office)	3 (1 per day shift; 2 per night shift)		
005	24/7 Security Services in Kasama, Zambia (residential/office)	3 (1 per day shift; 2 per night shift)		

006	24/7 Security Services in Mansa, Zambia (residential/office)	3 (1 per day shift; 2 per night shift)		
007	24/7 Security Services in Mkushi (residential/office)	3 (1 per day shift; 2 per night shift)		
008	24/7 Security Services in Solwezi, Zambia (residential/office)	3 (1 per day shift; 2 per night shift)		
<b>Total Amount with tax exemption</b>				

**Option Period #1 (January 1, 2021 – December 31, 2021):**

Item	Description	Number of Agents	Price / Month	Total Annual Price (12 months)
001	24/7 Security Services in Kabulonga, Lusaka, Zambia (residential)	2 (1 per shift)		
002	24/7 Security Services in Chipata, Zambia (residential/office)	3 (1 per day shift; 2 per night shift)		
003	24/7 Security Services in Choma, Zambia (residential/office)	3 (1 per day shift; 2 per night shift)		
004	24/7 Security Services in Chongwe (residential/office)	3 (1 per day shift; 2 per night shift)		
005	24/7 Security Services in Kasama, Zambia (residential/office)	3 (1 per day shift; 2 per night shift)		
006	24/7 Security Services in Mansa, Zambia (residential/office)	3 (1 per day shift; 2 per night shift)		
007	24/7 Security Services in Mkushi (residential/office)	3 (1 per day shift; 2 per night shift)		
008	24/7 Security Services in Solwezi, Zambia (residential/office)	3 (1 per day shift; 2 per night shift)		
<b>Total Amount with tax exemption</b>				

**Option Period #2 (January 1, 2022– December 31, 2022):**

Item	Description	Number of Agents	Price / Month	Total Annual Price (12 months)
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001	24/7 Security Services in Kabulonga, Lusaka, Zambia (residential)	2 (1 per shift)		
002	24/7 Security Services in Chipata, Zambia (residential/office)	3 (1 per day shift; 2 per night shift)		
003	24/7 Security Services in Choma, Zambia (residential/office)	3 (1 per day shift; 2 per night shift)		
004	24/7 Security Services in Chongwe (residential/office)	3 (1 per day shift; 2 per night shift)		
005	24/7 Security Services in Kasama, Zambia (residential/office)	3 (1 per day shift; 2 per night shift)		
006	24/7 Security Services in Mansa, Zambia (residential/office)	3 (1 per day shift; 2 per night shift)		
007	24/7 Security Services in Mkushi (residential/office)	3 (1 per day shift; 2 per night shift)		
008	24/7 Security Services in Solwezi, Zambia (residential/office)	3 (1 per day shift; 2 per night shift)		
	<b>Total Amount with tax exemption</b>			

**Option Period #3 (January 1, 2023 – December 31, 2023):**

Item	Description	Number of Agents	Price / Month	Total Annual Price (12 months)
001	24/7 Security Services in Kabulonga, Lusaka, Zambia (residential)	2 (1 per shift)		
002	24/7 Security Services in Chipata, Zambia (residential/office)	3 (1 per day shift; 2 per night shift)		
003	24/7 Security Services in Choma, Zambia (residential/office)	3 (1 per day shift; 2 per night shift)		
004	24/7 Security Services in Chongwe (residential/office)	3 (1 per day shift; 2 per night shift)		
005	24/7 Security Services in Kasama, Zambia (residential/office)	3 (1 per day shift; 2 per night shift)		

006	24/7 Security Services in Mansa, Zambia (residential/office)	3 (1 per day shift; 2 per night shift)		
007	24/7 Security Services in Mkushi (residential/office)	3 (1 per day shift; 2 per night shift)		
008	24/7 Security Services in Solwezi, Zambia (residential/office)	3 (1 per day shift; 2 per night shift)		
<b>Total Amount with tax exemption</b>				

**Option Period #4 (January 1, 2024 – December 31, 2024):**

Item	Description	Number of Agents	Price / Month	Total Annual Price (12 months)
001	24/7 Security Services in Kabulonga, Lusaka, Zambia (residential)	2 (1 per shift)		
002	24/7 Security Services in Chipata, Zambia (residential/office)	3 (1 per day shift; 2 per night shift)		
003	24/7 Security Services in Choma, Zambia (residential/office)	3 (1 per day shift; 2 per night shift)		
004	24/7 Security Services in Chongwe (residential/office)	3 (1 per day shift; 2 per night shift)		
005	24/7 Security Services in Kasama, Zambia (residential/office)	3 (1 per day shift; 2 per night shift)		
006	24/7 Security Services in Mansa, Zambia (residential/office)	3 (1 per day shift; 2 per night shift)		
007	24/7 Security Services in Mkushi (residential/office)	3 (1 per day shift; 2 per night shift)		
008	24/7 Security Services in Solwezi, Zambia (residential/office)	3 (1 per day shift; 2 per night shift)		
<b>Total Amount with tax exemption</b>				

**B. Statement of Work/Specifications**

The contractor:

- Must be registered in Zambia to provide security services and have current registration documents

- Must be able to provide services responsive to a diverse set of threats associated with protecting foreign government facilities.
- Must provide 24h/7days security guard services with communications link and reliable contacts with the local police, phone, and/or other communications capabilities (for example radios, communicator, or equivalent system for emergency notification)
- Must provide complete guard uniform for all seasons (inclusive of raingear, cold weather boots, etc) and necessary equipment baton, whistle, flashlight, etc) to stop or neutralize any potential intruder
- Must provide supervisory visits to all locations at least once every shift
- Must provide police clearance and background check for personnel prior to assignment
- Must get prior approval from the client for all guards including relief guards
- Must switch guards in a minimum of three month intervals
- Must establish and maintain an attendance log and a report book at all locations
- All equipment, supplies, transportation, personnel and travel costs to carry out these services will be provided by the contractor within the contractor's total price.
- The contractor's performance will be directly supervised by the Peace Corps Zambia Director of Management and Operations/Post Contracting Officer with assistance from the Safety and Security Manager and the General Services Manager.
- The Contractor should designate a Person of Contact (POC) and provide his/her name along with the completed request for quotation.

#### **C. Location of Work**

In locations throughout Zambia; Specific addresses to be provided upon contract award

#### **D. Delivery Schedule**

**All services should be delivered on a 24 hours / 7 days and through twelve months**

Item	Description	Delivery Date	Payment
001	24/7 security guard services including all necessary equipment and communications capabilities for 8 locations	Twelve (12) months period of time from October 1, 2018	Quarterly or Monthly payment due after completion of services and the receipt of valid/accurate invoice.

#### **E. Acceptance Criteria**

All items should meet the minimum required specifications as outlined in sections A & B and be fully delivered no later than twelve (12) months period of time from the contract signature's date.

#### **F. Contract Terms and Conditions**

1. Contractor should be willing to provide all services, supply/equipment and personnel requested as detailed in sections A & B above.
2. Contractor Unit Quotes shall be a Firm Fixed-Price, and inclusive of any administrative or overhead costs. All prices must be VAT exempt.
3. All services should be delivered within twelve (12) months period of time from the contract signature's date.
4. The Contractor should be willing to accept payment by Electronic Funds Transfer (EFT) monthly after services delivery, and following the receipt of a valid invoice at the end of each period of performance.

**G. Peace Corps Payment Schedule and Terms**

Contractor will receive electronic Funds Transfer (EFT) payment **after each due quarter or month** in approximately 30 days after delivery, acceptance and receipt of valid/accurate invoice.

**H. Evaluation Factors:**

Award will be made after consideration of the following factors as marked below:

- ☒ Price
- ☐ Delivery Timeframe
- ☒ Payment Terms (Quarterly preferred)
- ☐ Warranties
- ☒ Past Performance/Reference Checks (At least three names and contact info should be provided)
- ☒ Other (*Specify*): Ability to demonstrate in the technical proposal the ability to provide the necessary requirements (including equipment and technical resources) as described in the Statement of Work

Award may be made to other than the low priced quote. The award will be made to the total quote that offers the best value in accordance with the above evaluation factors.

**I. Instructions to Vendors:**

- a. Please read RFQ in its entirety including factors that will be considered in making award in Section H.
- b. Return completed RFQ by due date as follows:
  - 1) Fill in prices in Section A and in Section D (if applicable). Unless delivery date(s) are provided, provide delivery date(s) in Section D.
  - 2) List/state any other terms or items in Section J not requested in the RFQ that is believed would benefit Peace Corps and would improve consideration for selection. These terms/items must not increase the prices quoted in Section B. This should include at a minimum payment terms, a technical proposal detailing services offered and approach, and at least three past performance/reference check contacts.
  - 3) Sign and return RFQ by required due date.

**J. Other Terms/Items Offered at No Additional Cost:**

**SUPPLIER AUTHORIZED REPRESENTATIVE**

Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_